

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

MEDICAL RECORD EXAMINER SUPERVISOR

JOB DESCRIPTION

Employees in this job function as paraprofessionals supervising medical record examiners or other support staff to maintain medical record systems in state facilities. The work requires knowledge of the methods, practices, procedures, policies, regulations and laws governing the creation and use of medical records.

There are three classifications in this job.

Position Code Title – Medical Record Examiner Supervisor-1

Medical Record Examiner Supervisor 11

The employee serves as first-line supervisor of support staff.

Position Code Title – Medical Record Examiner Supervisor-2

Medical Record Examiner Supervisor 12

The employee serves as either first-line supervisor of medical record examiners or as second-line supervisor of other support staff.

Position Code Title – Medical Record Examiner Supervisor-3

Medical Record Examiner Supervisor 13

The employee serves as either second-line supervisor of medical record examiners or as third-line supervisor of support staff.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

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Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports and composes correspondence relative to the work.

Establishes, organizes and maintains a medical record system in accordance with department, national and accreditation body standards.

Assesses the adequacy of medical records to ensure conformance with policies, rules and regulations and to ensure consistency and completeness.

Responds to requests from individuals, agencies, hospitals, courts, etc., for patient information in accordance with statutes and department regulations regarding confidential information.

Explains rules, regulations, policies and procedures to staff to assist them in conforming to record requirements.

Codes and indexes diseases for vital statistical and morbidity reporting.

Prepares records for admission, transfer, discharge or placement of patients.

Develops policies and procedures relating to the development and use of medical records and data.

Prepares statistical profiles as requested.

Participates in committees as assigned.

Represents the facility in court regarding medical record development, use and authenticity.

Performs additional duties appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 11-level and thorough knowledge is required at the 12-13-levels.

Knowledge of medical record keeping techniques and procedures.

Knowledge of accreditation body regulations and state and federal statutes governing medical record creation and use.

Knowledge of medical record indexing, coding and abstracting methods.

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Knowledge of reference materials used in the field of medical science.

Knowledge of medical terminology.

Knowledge of research methods.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

Ability to instruct, direct and evaluate employees.

Ability to design and maintain a medical record system.

Ability to interpret and apply policies, regulations and laws related to the work.

Ability to establish policies and procedures.

Ability to obtain and use confidential information discreetly and objectively.

Ability to develop procedure manuals and training materials.

Ability to maintain records, prepare reports and compose correspondence related to the work.

Ability to communicate effectively.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of an associate's degree in medical record technology.

Experience

Medical Record Examiner Supervisor 11

Two years of experience equivalent to a medical record examiner in state service, including one year of experience equivalent to a Medical Record Examiner E10.

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OR

Four years of administrative support supervisor experience maintaining medical record systems, monitoring the quality of medical record keeping and responding to requests for medical record information.

Medical Record Examiner Supervisor 12

Three years of experience equivalent to a medical record examiner in state service, including two years of experience equivalent to a Medical Record Examiner E10.

OR

One year of experience equivalent to a Medical Record Examiner Supervisor 11.

OR

Five years of administrative support supervisor experience maintaining medical record systems, monitoring the quality of medical record keeping and responding to requests for medical record information.

Medical Record Examiner Supervisor 13

Four years of experience equivalent to a medical record examiner in state service, including two years of experience equivalent to a Medical Record Examiner Supervisor 11.

OR

One year of experience equivalent to a Medical Record Examiner Supervisor 12.

Alternate Education and Experience

Successful completion of the American Health Information Management Association's Independent Study Program in Medical Record Technology may substitute for the associate's degree.

Special Requirements, Licenses, and Certifications

Certification by the American Health Information Management Association as an Accredited Record Technician or Registered Records Administrator.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

MEDREXSPV

Medical Record Examiner Supervisor

Position Title

Position Code

Pay Schedule

Medical Record Examiner Supervisor-1

MEDRSPV1

NERE-035

Medical Record Examiner Supervisor-2

MEDRSPV2

NERE-036

Medical Record Examiner Supervisor-3

MEDRSPV3

NERE-038

ECP Group 3
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